# APPENDIX 6 – RECOMMENDED BUNDLE CONTENTS

**Introduction**

* Title page
* Index of contents
* Index of participants at the formal Stage 1/2 grievance meeting and their role e.g. A Smith – Investigating Officer

**Main body of report**

* Investigation Report and statements
* Documents (e.g. letters, e-mails) relating to Grievance
  + Include Invitation letter to Stage 1/2 meeting(s), Suspension letter and any e-mail dialogue with the individual regarding the case
  + If process & procedure being challenged can include Investigating Officer information
* Relevant documents from personal file including:
  + e.g. documents concerning any “live” warnings
  + Contract of employment
  + Job description/person specification
  + Occupational Health reports

**Policy**

* Include relevant policy e.g. Conduct & Discipline, Grievance, Capability

**Recommended format**

* Number pages for ease of reference (photocopier can do this)
* Separate sections (e.g. with divider, coloured paper etc.)

**Copies to:**

* Panel members
* Investigating Officer
* Individual concerned
* Individual’s representative
* HR Support to Panel
* HR Support to Investigating Officer
* Note taker

**Post Stage 2 Appeal meeting – retrieval of bundle**

Responsibility for this rests with Clerk of Governors or Note taker. Collect bundles after Stage 2 Appeal meeting when no longer required and dispose of in confidential waste ONCE APPEAL PERIOD HAS ELAPSED.

HR to retain their copies for Appeal/ ET/archiving.